

**Example of Suspension Memorandum for Delinquent Accounts**

The below memorandum will be sent by mail as well as an e-mail attachment to both the cardholder and the card approving official:

Date:

To: Cardholder

Through: Card Approving Official

From: Cynthia Farling,  
A/OPC, Purchasing Department

Subject: Suspension of I.M.P.A.C. Privileges

The General Accounting Office has notified me your account is 30 days past due. Please complete your reconciliation and/or submit your delinquent paperwork within two weeks of the date of this memorandum or your I.M.P.A.C. will be suspended. The General Accounting Office will notify me once receipt of your reconciled statement with the appropriate attachments is received. Upon approval of your card approving official, your card will be reactivated for use.

If you need any assistance with the reconciliation of your account or supporting documentation, please contact myself or Lori Smith at extension 5415 or 1705.

Please contact me if you have any questions. Thank you for your prompt attention to this matter.

Cc: Kathy Hoffman – Internal Audit

Cc: Judy Fogle – General Accounting